

| ADVISORY: 4033 |
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SYSTEMS AND PROGRAMMING

| DATE: 09/18/89 |
| _____ |

| TITLE: Revision to the On-line Program for Updating the Job Number |
| Master (JNMU) |
| _____ |

| Purpose |
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To announce the revision of the online program (JNMU) which updates the job number master file. This revision will become effective 10/02/89.

| Definitions |
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JNMU - Program mnemonic for the online job number master file program.

Job Number Master File - File used as a reference in determining who receives output from a program or who to call if problems occur.

| Responsibilities |
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Each user department is responsible for keeping its own job number information current.

| General Description |
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The JNMU file has been converted from a TCAM application to a CICS application. To access the new JNMU file type 'JNMU' after reaching a blank CICS screen.

Several features have been added to the JNMU program and file. These features are as follows.

1. Paging backwards is now possible.
2. Paging forward and backward by responsible person or system is now possible.
3. A change all occurrences screen has been added. This screen is used to change all occurrences of a responsible person name and/or phone number to a new value.
4. Space has been added for a three digit phone number prefix.
5. Two indicators have been added to show if a number is for a job, program or both.

6. An indicator has been added to show the frequency that a job is run.
7. A billable code has been added which indicates if a system is billable or non-billable.

Following are examples of each JNMU screen and instructions on how to use t

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| Example JNMU Menu Screen |  
| _____ |  
JNMU MENU SCREEN
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JNMU WILL ADD, UPDATE, DELETE, OR LIST JOB/PROGRAM RECORDS OR IT WILL CHANGE ALL OCCURRENCES OF A SPECIFIC NAME AND/OR PHONE NUMBER ON JNMU RECORDS. A RECORD MUST BE DISPLAYED BEFORE IT CAN BE UPDATED OR DELETED.

PF KEY	DESCRIPTION
PF1	MENU SCREEN.
PF2	TO UPDATE, DELETE, OR LIST RECORDS ENTER: SYSTEM NUMBER _____ OR RESPONSIBLE PERSON NAME _____ AND THEN PRESS PF2.
PF3	CHANGE ALL OCCURRENCES OF A NAME OR PHONE NUMBER TO A NEW VALUE.
PF4	BLANK SCREEN TO ADD NEW JNMU RECORDS.
CLEAR	TO END JNMU PROGRAM.

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| Instructions for the JNMU menu screen |  
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The PF1 key returns you to this menu screen from any of the other screens. It is not valid on this screen.

To update, delete, or list JNMU records enter either a system number or responsible person name on the appropriate line and press PF2. The system number and responsible person name have to be spelled as they were entered on the JNMU file. However they may be shortened.

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| Example JNMU update screen |  
| _____ |  
JNMU UPDATE SCREEN
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KEY _____

BILLABLE CODE: _____

REPLACE * WITH C TO CHANGE OR D TO DELETE

SYSTEM XXXX				
NO.	TITLE	ASSIGNED	RESPONSIBLE	PHONE
* XXX	_____	XXXXXX	_____	999 9999
* XXX	_____	XXXXXX	_____	999 9999
* XXX	_____	XXXXXX	_____	999 9999
* XXX	_____	XXXXXX	_____	999 9999

ENTER/UPDATE PF1/MENU SCREEN PF2/NEW LIST PF3/CHANGE ALL SCREEN
PF4/ADD SCREEN PF7/PAGE BACK PF8/PAGE FORWARD CLEAR/END

| Instructions for the JNMU update screen |
| _____ |

JNMU information for a different system can be displayed by typing over the key and pressing 'PF2'.

The 'BILLABLE' indicator will display a 'B' for a billable system and a 'N' for a non-billable system.

The '*' at the left of each line can be typed over with a 'C' or a 'D' to change or delete a line. 'ENTER' must be pushed to initiate changes.

During conversion from the TCAM application, all phone numbers will have a '281' prefix added.

See instructions for the add screen for a description of the 'JPF' columns.

The page forward and back keys will page by system or responsible person, whichever is currently being displayed in the key field.

To start a new display/paging sequence you may enter a new key in the key field and push PF2.

The system number or name used for display/paging has to be typed exactly a entered in the JNMU file. However they may be shortened.

The system number and date assigned can not be changed.

| Example Change All Occurrences Screen |
| _____ |

JNMU CHANGE ALL OCCURRENCES SCREEN

THIS SCREEN WILL CHANGE NAME AND PHONE NUMBER OF ALL RECORDS HAVING A SPECIFIC KEY. ENTER KEY OF DEPARTMENT TO BE CHANGED AND NAME AND/OR PHONE NUMBER.

DEPARTMENT NUMBER AND '*' OR
DEPARTMENT NUMBER AND SYSTEM LETTER: _____

CHANGE NAME FROM OR '*': _____ (A NAME IS REQUIRED FOR PHONE
NUMBER ONLY CHANGES.)
CHANGE NAME TO: _____ (OPTIONAL. THIS NAME MAY BE LE
BLANK FOR PHONE NUMBER ONLY
CHANGES.)
CHANGE PHONE FROM OR '*': ____
CHANGE PHONE TO: ____

ENTER/CHANGE PF1/MENU SCREEN PF2/UPDATE SCREEN PF4/ADD SCREEN CLEAR

| Instructions for the Change All Occurrences Screen |
| _____ |

Following is a list of the prompts on the change all screen and the valid responses for them.

DEPARTMENT NUMBER AND '*' OR
DEPARTMENT NUMBER AND SYSTEM LETTER:

A response is required. Example responses are, '555A' or '555*'. If a department number and system letter are entered as '555A', changes will be made to all JNMU records that have the same department number and system letter. If a department and system letter are entered as '555*', changes will be made to all JNMU records that have the same department number regardless of what the system letter is.

The following explanations are given assuming a valid department number and system letter have been entered which will limit the scope of the change.

CHANGE NAME FROM OR '*':

A response is not required. Example responses are: nothing entered, or '*', or 'DOE JOE'. If nothing is entered changes will be made to only records that have a blank name. If an '*' is entered, changes will be made regardless of what the name is. If 'DOE JOE' is entered changes will be made only to records that have a matching name.

CHANGE NAME TO:

Is not required. If a name is entered, all appropriate records will have the name changed to the new name. If the 'CHANGE NAME TO' is left blank, then the 'CHANGE NAME FROM' must have either a name or an '*' entered and then only the phone number will be changed for the person enter

CHANGE PHONE FROM OR '*':

Is not required. Example response are: nothing entered, '*', or '281 0000'. If nothing is entered, only records with a blank phone number will be changed. If an '*' is entered, all records will have their old phone number changed to the new number regardless of what the old phone number was. If a phone number is entered, all records with the old

phone number will be changed to have the new phone number.

CHANGE PHONE TO:

Is not required. If 'CHANGE PHONE TO' is blank, then 'CHANGE PHONE FROM' must be blank also. If both phone numbers are blank, then only names will be changed.

Example Add Screen

JNMU ADD SCREEN

NUMBER	_____
TITLE	_____
DATE ASSIGNED	99 99 99
RESPONSIBLE PERSON	_____
PHONE	999 9999
'J'OB INDICATOR	X - IF NUMBER IS FOR A JOB ENTER 'J'
'P'ROGRAM INDICATOR	X - IF NUMBER IS FOR A PROGRAM ENTER 'P'
'F'REQUENCY OF RUN	X - 'D'DAILY, 'B'IWEEKLY, 'W'EEKLY, 'T'TWO WEEKS, 'M'ONTH 'Q'UARTERLY, 'S'EMI ANNUALLY, 'A'NNUALLY, 'R'EQUEST 'O'NLINE, 'Z' OTHER

KEY _____
(WHEN FINISHED ADDING RECORDS, TYPE IN A DEPARTMENT/SYSTEM
LETTER AND SELECT A FUNCTION IF YOU WANT TO GO TO A LIST
SCREEN OR CHANGE ALL SCREEN.)

Instructions For The JNMU Add Screen

The JPF indicators are not required, but are limited to the listed responses.

The 'J'ob indicator tells if this number is for a job.

The 'P'rogram indicator tells if this number is for a program also.

The 'F'requency of run indicator tells how often this job is run.

A suggested standard for entering the responsible persons name is 'LAST-NAME FIRST-NAME'. This will help in locating all records for a person.